

Clare Mendes



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Website www.claremendes.com
Phone 0467 044 255
Nationality *Australian citizen*
Date of birth *1st November 1967*
Languages *English & Spanish*
Occupation Playwright/Producer

MY CURRENT ROLE

Since 2016 I have worked as the **Company Manager** of Melbourne Writers' Theatre. In this part-time voluntary role, I manage MWT's membership database, host our monthly writing workshops, create and send out the e-newsletter, and liaise with our playwright members, actors, directors, and partner organisations. I also coordinate MWT's annual dramaturgical programs *Page to Stage* and *Gasworks Script Lab* and produce MWT's annual theatrical seasons, which showcase original writing by MWT playwrights and are presented at Gasworks Arts Park. melbournewriterstheatre.org.au/about/

PLAYWRITING EXPERIENCE

Skating in the Clouds to be presented from 4th – 14th December 2024 at Theatre Works
The story of two women and a distant glacier, *Skating in the Clouds* is a magic realist play about the balance of care and responsibility required to make a relationship work in parallel with the scientific balance needed to keep a warming planet alive. For cast and crew details, visit: claremendes.com/plays/
Event page: www.theatreworks.org.au/2024/skating-in-the-clouds

A Flower for Moses 11th – 15th May 2021 Gasworks Arts Park
This 70-minute play explored the damage we do to ourselves and those around us when we deny, bury, carry and inflict the secrets that haunt us. Details: <https://claremendes.com/plays/>

Trash Goes Down The River 13th – 24th June 2017 Bluestone Arts Space
This 80-minute play examined wealth and homelessness on the streets of Melbourne. A percentage of box office profits were donated to Launch Housing. <https://claremendes.com/plays/>

The Agreement 7th – 18th October 2015 La Mama Courthouse
This 50-minute play delved into female friendships, deals, trust and trade-offs.
<https://melbournewriterstheatre.org.au/page-to-stage-2015-the-agreement/>

PRODUCING EXPERIENCE

As a Writer/Producer, I have produced all of the plays listed above. Since 2016 I have also produced the annual theatrical seasons presented by Melbourne Writers' Theatre. My responsibilities include:

- Negotiating contracts and/or co-production agreements with the venues
- Booking audition, rehearsal and theatre spaces, coordinating dates with artists & directors
- Ensuring that writers, artists and crew members receive Letters of Agreement
- Creating and launching a comprehensive Marketing Campaign, 6 – 8 weeks out
- Managing the production budget – costumes, set, artists fees, on-costs, super, etc.
- Preparing post-show reports – financial acquittal, venue feedback and SWOT analyses

EMPLOYMENT HISTORY

2020 –	Marker and Assessor - Creative Innovation Program University of Melbourne - Grattan St, Parkville, Vic. 3052
2016 –	Company Manager and Producer (part-time volunteer) Melbourne Writers' Theatre - 552 Victoria St, North Melbourne, Vic. 3051
2008 – 2015	Freelance advertising copywriting for Melbourne ad agencies English language teaching in Hanoi, VietNam and Trujillo, Peru
1997 – 2002	Scriptwriter for the TV show 'Neighbours' Full-time Storyliner for 'Neighbours'
1994 – 2002	Executive Officer, Fellowship of Australian Writers (part-time volunteer)
1986 – 1996	Advertising Copywriter – various advertising agencies in Melbourne

EDUCATION

University of New England	2021 -	Master of Theatre & Performance
Theatre Network Australia	2022	Creating Out Loud mentorship program
Holmesglen Institute	2000	Cambridge ESL certificate
Universitas Indonesia (Jakarta)	1999	Asialink Literature Fellowship
ABC Radio National	1998	Ian Reed Foundation (Radio Drama)
University of Melbourne	1990 - 1995	Bachelor of Honours (Literature)
AWARD School	1990	Melbourne advertising agencies
RMIT	1986 – 1989	Diploma of Business (Advertising)

REFEREES

Mark J Wilson

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Karyn Lee Greig

Resident Director – Melbourne Writers' Theatre
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